

OFFICE OF PERSONNEL - MONTHLY REPORT

December 1964

I HIGHLIGHTS

All Directorates Now Within Personnel Ceilings By losing during December a net of 19 civilians and 1 military, DDP dropped 2 below its allocated personnel ceiling (even though it also gave up 3 ceiling positions in December.) Thus, all Directorates have now attained -- 6 months in advance -- the ceiling targets set for 30 June 1965. Of course, some components within Directorates still face downward adjustments; prominent among them are OO/C, [REDACTED] ORR, EE, WH, SR, Logistics, STATSPE and Security.

Budget Bureau to Impose New Personnel Controls Following up its 25 August circular (A-11) and other communications on grade controls in the Federal Service, particularly those involving senior positions, the Bureau of the Budget has indicated its intent to impose on CIA, as it has on other agencies, some new employment control measures. These will affect the average salary level for the Agency and also the number of positions budgeted at or above the GS-14 level. Responding to this move, BPAM and Personnel are working up a management information system that will satisfy their control requirements and also give operating components and Career Services the kind of guidance they will need with respect to manpower input, promotions, etc.

II OTHER ACTIVITIES

1. RECRUITING

Competition for Graduate Economists and Geographers Hardens Growing difficulty in attracting well qualified graduate students in economics and geography is pointed up sharply in recent reports from senior ORR officials following their recruiting visits to a number of northeastern and west coast universities. Keener competition from the burgeoning academic world is cited as a principal reason. While this is not really a new experience with respect to graduate economists, it is for geographers who until this year have not been considered in the "hard market" category. Best hopes for filling projected vacancies in these two specialties appear to lie in: (1) intensifying efforts at good schools in mid-regions of the country which haven't been fully exploited to date, and (2) hiring larger numbers of baccalaureates who can be encouraged to pursue graduate study later as a part of their career development.

Federal Career Days at Middlebury and Vermont As a part of our continuing participation in the Civil Service Commission's Federal Career Day Program conducted on many campuses across the country, CIA recruiters recently set up and "manned" displays at Middlebury College and the University of Vermont. Career Days in which we have joined so far have generally been marked by good pre-planning and

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NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S (C) 2012

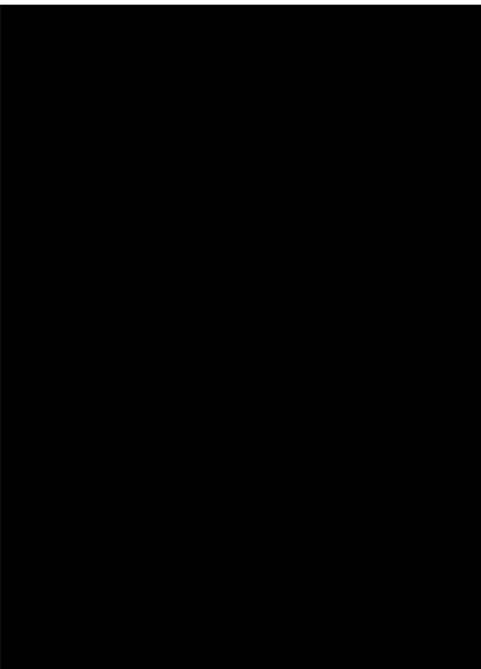
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widespread student interest. Their modest cost appears to represent a very worthwhile investment of recruitment dollars. Other agencies prominent in supporting the Career Day Program include NSA, State, Labor, Internal Revenue, Social Security, Commerce, and Agriculture.

25X9 January '65 JOT Class [redacted] trainees -- a record number -- make up the January
25X9 JOT class. The group also includes a record number of women (9) and an all-time
high in "internals" -- [redacted] Here's how the new class compares with its last 2
predecessors:

| | | <u>Jan '64</u> | <u>July '64</u> | <u>Jan '65</u> |
|--|--|---|-----------------|----------------|
| a. <u>Composition</u> | "Externals" "Internals" "Specials" |  | | |
| b. <u>Sex</u> | Men Women | | | |
| c. <u>Age</u> | Average Youngest Oldest | | | |
| d. <u>Number Married</u> | | | | |
| e. <u>Number Undergraduate Schools Represented</u> | | | | |
| f. <u>Number Graduate Schools Represented</u> | | | | |

25X9

Only one member of the class lacks a degree and he expects to earn a BS fairly soon. 25 have graduate degrees and 6 others are working on them. On graduation, trainees expect to be assigned as follows:

| | |
|--------------|---|
| DD/P | - |
| DD/I | - |
| DD/S | - |
| DD/S&T | - |
| Undesignated | - |

25X9

2. SEPARATIONS

Separation Compensation During 1964, existing authorizations for separation compensation (stemming from the 1962 application of [redacted] were substantially 25X1A

liquidated. During the year, 34 former employees received payments totaling \$69,726. At year's end, only 5 individuals remained eligible for payments; their claims are expected to reach approximately \$22,500.

3. PROMOTIONS

Step Increases During 1964, step increases of 42 Agency employees were withheld under the "acceptable level of performance" standard (this compares with 41 withheld during '63). Adding the 42 new cases to a carryover of 29 from '63, the total case load active during 1964 was disposed of as follows:

23 are still being withheld
25 were granted on a deferred basis after improvement
21 employees resigned or retired
2 employees were downgraded
71

4. BENEFITS AND SERVICES

Headquarters Barbershop An Employee Bulletin announcing the new Headquarters barbershop and describing its operation is set for distribution as soon as the opening date becomes certain. 25 January is the revised target and from all appearances should be a firm date.

Physical Fitness Room Each month continues to see a new record in the number of employees using the physical fitness room at Headquarters. Participants during December totaled 682, up 34 over November.

GEHA Meeting Posters are going up in all buildings encouraging GEHA members to attend the annual meeting to be held in the Headquarters Auditorium 27 January at 10 a.m.

Income Tax Course Officials from Internal Revenue conducted a 2-day course 16-17 December for Agency personnel who will assist employees this year in preparing Federal and state income tax returns. 46 representatives from 32 components attended the course.

Employee Activity Association Although no date has been set yet for its forthcoming membership drive, the Employee Activity Association is well advanced in its planning. Potential keymen are being identified; brochures and posters originated; and procedures developed for representatives of Security, Cover, and Personnel in monitoring whatever limitations may be necessary with respect to the participation of certain employees in the Association's external activities.

Meanwhile, the Association reports complete success with its holiday candy sales. By 24 December, the entire stock of candy (5,018½ lbs.) and fruitcake (298 lbs.) were sold out!

Credit Union Declares 4.8% Dividend At its 5 January meeting, the Credit Union Board of Directors declared a 4.8% dividend on 1964 deposits and set 3 March 1965 for the annual membership meeting. The 4.8% dividend, down slightly from the 5% rate paid the last 3 years, reflected a small decrease in net income during the latter part of the year when, simultaneously, deposits rose and loans fell. Those twin trends, paralleled in other local financial circles, are no doubt due to the 1964 income tax cut and Federal pay raise.

Gross income for the Credit Union during 1964 exceeded \$764,000. After deductions for operating expenses and a required payment to reserve, \$466,000 was available for distribution. Slightly more than \$450,000 of this will be paid in dividends and the balance added to undivided earnings, a precautionary step against increases in expenses and planned improvements in operations that may occur during 1965. Examples of the latter include improvements in the Credit Union's machine accounting system, and a free insurance plan under which a loan is automatically paid up if the borrower dies.

5. AWARDS

President Speaks at Incentive Awards Ceremony 64 CIA officials joined Cabinet officers and top officials from all other Federal agencies in a formal ceremony at Constitution Hall 4 December commemorating the 10th anniversary of the Incentive Awards Act. After making a brief talk stressing the need for greater economy in Government operations, the President presented certificates to 30 Federal employees who during the past year received incentive awards for significant economy achievements.

Logistics Officer Gets \$1,065 for Suggestions Among employees of the Office of Logistics receiving Suggestion Awards in a special ceremony in the Auditorium 11 December was a member of the Carrier Maintenance Section who got \$1,065 for 7 separate improvements in the Headquarters pneumatic tube system.

III SPECIAL REPORT

This month's Special Report takes a look at the 150 CIA employees who have been selected since 1963 to attend the Agency's Midcareer Executive Development Course. The Report notes the criteria established for their selection and relates these to the age, grade, and Career Service of those chosen.